



MISSOURI  
**DECA**

October 18-19, 2015

## Fall Leadership and State Officer Election Conference

### DATE

October 18-19, 2015

### REGISTRATION DEADLINE

**September 25, 2015**

#### Send to

Missouri DECA Fall Leadership &  
State Officer Election Conference  
P.O. Box 480  
Jefferson City, MO 65102-0480

### STUDENT TRAVEL/ATTENDANCE POLICY

**Students are not allowed to drive** to any state, regional, or international DECA event. All delegates to this conference are expected to attend the entire conference and complete all conference activities.

### LODGING & CONFERENCE SITE

[The Lodge of Four Seasons](#)

Lake Road HH  
Lake Ozark, MO 65049  
(573) 365-3000

### RATES

<b>Student</b>	<b>\$105</b>
<b>Advisor Single</b>	<b>\$205</b>
<b>Advisor Double</b>	<b>\$155</b>
<b>Advisor Triple</b>	<b>\$130</b>

Cost includes one night lodging, Sunday dinner, Monday lunch, registration, materials, speaker fees, conference t-shirt, refreshments, entertainment, tax and gratuities.

### STUDENT ROOMING

Please make every effort to put students in quad rooms. If you do not have full sets of four students per gender, please work with each other to room them in quads with students from other school districts.

### ADVISOR AND ADULT ROOMING

Every effort will be made to honor your request for advisor rooming. In an effort to keep the entire delegation at one property, advisor singles may not be available. In that case, you will be paired with another advisor in a double room and billed at the double rate.

### SUPERVISION

The supervision ratio for this conference is one advisor for every 10 students. If you wish to assign students to another advisor **outside** of your school district for supervision purposes, complete and return the **"Agreement to Supervise"** form. Otherwise, one person who is **approved by your school district** must accompany every 10 students.

## WHO MAY ATTEND

### VOTING DELEGATES

Please refer to the **voting delegates allotment chart** included in this packet to determine your chapter allotment. **The ratio is one voting delegate for every 7** on the chapter's roster, including professional members, and major fraction thereof. **Chapters that submit more names than their allotment will be contacted to correct their registration.** In addition to serving as voting delegates to select their District Vice President, students will participate in workshops on Sunday evening and Monday morning:

- **EPIC COMPETITION INSTRUCTION AND PRACTICE**  
Based on the experience, Voting delegates, will attend a workshop for either role plays or written events.
- **EPIC LEARNING OPPORTUNITIES**  
Voting delegates will discover leadership opportunities through these workshops

### ADVISORS/CHAPERONES

Advisors and Chaperones will be assigned duties to help with the management and operation of the conference. To show our appreciation, a reception will be held for Advisors prior to check-in.

### CONFERENCE CHECK-IN

**All advisors** are required to register in the Marbella Room from 2:30-3:00 p.m. on Sunday. Please understand that **ALL chapter advisors from your district MUST be present prior to materials distribution.** **Chapters arriving on busses** can store their luggage in their District's marked section in Marbella. **Security will be provided** to watch room during the Opening Session. **Those arriving by car** are asked to keep their luggage locked in their vehicles until keys are distributed. **Room keys will be distributed at 5:00 p.m. after Opening Session.**

MISSOURI DECA • FALL LEADERSHIP AND STATE OFFICER ELECTION CONFERENCE



### DRESSED FOR SUCCESS

In the professional world,  
it's important to be  
**"Dressed for Success."**

Missouri DECA's Fashion Board will be looking for those members whose professional attire exceeds our dress code.

Those designated individuals will receive an exclusive  
**"Dressed for Success"** pin to wear!

October 18-19, 2015

## CANDIDATE PROCEDURES—EXECUTIVE STATE OFFICERS & DISTRICT VICE PRESIDENTS

### APPLICATIONS

All potential candidates must submit an application to the state office. *Chapter Advisors please print & read the letter before giving the application to interested students.* The application packet is available on the Missouri DECA website under the “Conference” tab. You may also direct interested candidates to the website and click on “State Officers”. **Applications for State Officer Candidates are due to the State Office and must be postmarked on or before September 25, 2015.**

Students considering either an Executive Officer position or District Vice President need only complete one application. However, it is imperative that the application have the specific positions marked appropriately. **It is highly recommended** that students select the DUAL Candidacy option if applying for an Executive Officer Position.

### REQUIREMENTS

- All requirements specified in the application packet **must be complete** or the candidate will not be allowed to proceed.
- **Each DECA chapter will be allowed** to submit one candidate per office for President, Vice President of Advocacy, Vice President of Communication, and Vice President of Community Service, and one candidate for District Vice President.
- The candidate must have a **counselor’s signature** verifying a cumulative 2.75 or higher grade point average on a 4.0 scale.
- **Students may run for both** an Executive Office and District Vice President, but may only serve in one elected position.
- **Conference Attendance** The four Executive State Officers and 12 District Vice Presidents are **required** to attend the State Officer Training Conference on **Nov. 7-8, 2015**, the **State CDC Planning Meeting** on **Jan. 16-17, 2016**, and the **State Career Development Conference** on **March 13-15, 2016**. These meetings will be held at The Lodge of Four Seasons in Lake Ozark. The President also must attend the **International Career Development Conference** from **April 22-27, 2016 in Nashville, TN**. It is also hoped this year’s President will be available to attend the **Central Region Leadership Conference in Kansas City, MO** as our association is the host this year for the **November 20-22, 2015** conference. Students should not run for office if they are unable to attend these conferences.

### CAMPAIGNING

**District Vice President campaigning is limited to the District Meeting on Sunday evening.** Candidates and their supporters may not campaign or distribute **materials** prior to this session. Campaign materials (written and printed) are confined to this session with the exception of transporting campaign materials to and from the session. No DVP campaign materials will be allowed in the election session or in the “Meet the Candidates” session.

**Executive Officer campaigning will be confined to the “Meet the Candidates” session.** Candidates and their supporters may not campaign or distribute **materials** prior or following this session. Campaign materials (written and printed) are confined to this session with the exception of transporting campaign materials to and from the session. No campaign materials will be allowed in the election session or outside the “Meet the Candidates” session.

#### “MEET THE CANDIDATES” SESSION

All Executive State Officer Candidates will have the opportunity to campaign at the “Meet the Candidates” session. Each candidate will have a 6-foot table to display campaign materials (handouts, brochures, flyers). **No food, beverage or items of monetary value are allowed.** **Set up should take place between 2:00-3:00 p.m. on Sunday.** The candidate may have one individual assist in setting up the campaign table. The session will take place from **3:00 - 3:30 p.m. and 4:45 - 5:15 p.m. before and after the Opening Session** on Sunday. See the “State Officer Candidate Application Packet” for campaigning guidelines. BE AWARE of the NEW CAMPAIGN VIDEO requirement with your Executive Officer Candidates! **Due to State Advisor by October 5, 2015 for preview!**

#### NO ALCOHOL OR NARCOTICS ALLOWED

No alcoholic beverages or narcotics in any form shall be possessed by delegates at the Missouri DECA Fall Leadership and State Officer Election Conference. See Item 6 on the Delegate Code of Conduct Practices and Procedures.

#### NON-SMOKING POLICY

No smoking is allowed at the Missouri DECA Fall Leadership and State Officer Election Conference. Smoking is a violation of Item 7 on the Delegate Code of Conduct Practices and Procedures.

#### ADA ACCOMMODATION

In compliance with the Americans with Disabilities Act, Missouri DECA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call (573) 751-4367 with your requests before October 1.

#### NON-DISCRIMINATION POLICY

*It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/ Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).*

October 18-19, 2015

## REGISTRATION INFORMATION

## Fall Leadership and State Officer Election Conference

Please use the DLG registration register your chapter at this web portal address:

<https://www.decaregistration.com/mo-flc> . Please see the Registration Instructions which came in the same emails as this.

Email or mail the following directly to Missouri DECA :

- Statement of Assurance
- Agreement to Supervise (if applicable)
- Check or copy of purchase order.

Do not rely on your school office or bookkeeper to submit your materials. Please keep a copy of all materials. The deadline for conference registration is **September 25, 2015**.

**FORMS** (All forms are attached. They may also be found on the [Missouri DECA website](#), click "Forms")

### COMPREHENSIVE CONSENT FORM:

Advisors must have a signed "Comprehensive Consent Form" for each student attending the conference. **Keep these forms in your possession** and **return your signed** "Statement of Assurance" form via email, fax, or mail. [tammy.stains@dese.mo.gov](mailto:tammy.stains@dese.mo.gov)

### ADVISOR HEALTH FORM:

DECA Advisors may voluntarily submit any or all of the above information to the address below. It would be helpful to include a copy of your health insurance card (front and back). This information will only be used should the need arise at a Missouri DECA sponsored conference.

### STATEMENT OF ASSURANCE FORM:

This form is completed by the DECA Chapter Advisor, signed by a school official and returned to the State Advisor prior to the first Missouri DECA Conference attended.

### AGREEMENT TO SUPERVISE FORM:

A chapter's conference delegation must meet the adult-to-student ratio established by the conference. Adults must be employees of the chapter's school district or chapter advisors who have submitted an *Agreement to Supervise* form with the appropriate signatures.

## REGISTRATION ACKNOWLEDGMENT

You will receive an invoice to acknowledge your registration from the Online registration system. Please use this invoice email to secure a purchase order or as a payment invoice for your accounting department to send a check to Missouri DECA.

## REFUND POLICY

Refunds are not available. Substitutions of the same gender are acceptable.

## T-SHIRTS

All conference participants will receive a t-shirt. **If a t-shirt size is not specified, a large will be ordered.** Please check your order

## DRESS CODE

Students, advisors, and chaperones shall adhere to the Dress Code requirements for the entirety of the conference. The Chapter Advisor is responsible for communicating the dress code requirements to all conference attendees and for ensuring compliance with the rules established for proper dress.

Missouri DECA maintains a quality learning environment for conference participants. Dress should not distract from the learning environment. Participants should use good judgment when deciding what to wear. Professional business attire should be worn to all activities other than the OPENING SESSION. This year, during the OPENING SESSION, participants are being allowed to wear a DECA t-shirt and nice jeans, with no holes. This is the only option for this session. No sweats, shorts, etc. Another option the students may choose is DECA APPROVED BUSINESS CASUAL. NO DRESSING ROOMS FOR CHANGING will be available, **except for Executive Officer Candidates** for the "Meet and Greet" sessions prior to OPENING.

### Professional Business Attire:

#### Males

- Suit or sport coat or DECA blazer
- Tie
- Collared dress shirt
- Slacks
- Dress socks (no sport/athletic socks)
- Dress shoes (no athletic shoes)

#### Females

- Professional dress, business suit (skirt or dress slacks), business skirt/pants and blouse with separate jacket or DECA blazer
- Dress shoes (no flip flops, athletic footwear, etc.)

### Unacceptable Casual Attire:

- Tops with spaghetti straps, halter tops, tube tops
- Athletic gear including bike shorts, mesh shorts, and rippled-sleeve shirts
- Clothing items with inappropriate or unhealthy language or logos
- Clothing items that do not provide appropriate coverage of the midriff, back, and undergarments

October 18-19, 2015

## VOTING DELEGATE ALLOTMENT

## Fall Leadership and State Officer Election Conference

**VOTING DELEGATES** (\*\*Any new chapter (this or last year) or inactive last year will be allowed to bring up to 2 voting delegates. )

Each chapter may submit one voting delegate for every 7 student and professional members based on the 2014-2015 rosters.

**Students running for State Officer positions do not count against a chapter's quota.**

<b>DISTRICT 1</b>			<b>DISTRICT 4</b>		
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
Cameron High School	29	4	Carrollton Area Career Center	27	4
Kearney High School	97	14	Cass Career Center	53	7
Liberty High School	29	4	Clinton Technical School	31	4
Liberty North High School	42	6	Ft. Osage Career & Tech Center	30	4
North Kansas City High School	26	5	Ft. Osage Independence Center	60	9
Oak Park High School	4	2	Leeton High School	15	2
Park Hill High School	67	10	Oak Grove High School**		
Park Hill South High School	18	3	Odessa High School	86	12
Platte County High School	57	8	Pleasant Hill High School	60	9
Savannah High School	60	9	Saline County Career Center	58	8
Smithville High School	88	12	Smith Cotton High School	47	7
St. Joseph-Benton High School	103	15	Warrensburg Area Career Center	38	6
St. Joseph-Central High School	158	23	Windsor High School**		
St. Joseph-Lafayette High School	80	11			
Staley High School	26	4			
Winnetonka High School	19	3			
			<b>Total District 4 Allocations</b>	<b>72</b>	
<b>DISTRICT 2</b>			<b>DISTRICT 5</b>		
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
Battle High School	12	2	California High School	34	5
Boonslick Career & Tech Center	14	2	Camdenton High School	46	7
Columbia-Hickman High School	64	9	Eldon Career Center	11	2
Fulton Sr High School	15	2	Hermann High School	24	3
Hannibal Career & Tech Center	44	6	Morgan County R-II High School	53	8
Mexico Area Voc-Tech School	14	2	Nichols Career Center	26	4
Moberly Area Tech Center	80	11	Owensville High School	61	9
Putnam County High School	41	6	Rolla Technical Institute	25	4
Rock Bridge Sr High School	80	11	School of the Osage	7	2
Scotland County High School	8	2	Tipton High School	86	12
			Waynesville Career Center	46	7
			<b>Total District 5 Allocations</b>	<b>63</b>	
<b>DISTRICT 3</b>			<b>DISTRICT 6</b>		
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
Belton High School	70	10	Four Rivers Career Center	103	15
Blue Springs High School	241	35	Francis Howell Central High	172	25
Blue Springs South High	235	34	Francis Howell High School	205	29
Center Sr High School	45	6	Francis Howell North High	163	23
Grandview Sr High School	18	3	Ft. Zumwalt East High School	44	6
KC Northeast High School	41	6	Ft. Zumwalt North High School	68	10
Lee's Summit North High School	127	18	Ft. Zumwalt South High School	31	4
Lee's Summit Sr High School	104	15	Ft. Zumwalt West High School	57	8
Lee's Summit West High School	88	13	Holt Sr High School	226	32
Raymore-Peculiar Sr High School	77	11	Timberland High School	131	19
Raytown South Sr High School	43	6	Troy Buchanan High School	27	4
Raytown Sr High School	64	9	Union High School	54	7
Ruskin High School	11	2	Warrenton High School	51	7
Truman High School	48	7	Winfield High School	28	4
William Chrisman High School	22	3			
			<b>Total District 6 Allocations</b>	<b>193</b>	
<b>Total District 1 Allocations</b>	<b>133</b>				
<b>Total District 2 Allocations</b>	<b>53</b>				
<b>Total District 3 Allocations</b>	<b>178</b>				

October 18-19, 2015

## VOTING DELEGATE ALLOTMENT

### Fall Leadership and State Officer Election Conference

**VOTING DELEGATES (\*\*Any new chapter (this or last year) or inactive last year will be allowed to bring up to 2 voting delegates. )**

Each chapter may submit one voting delegate for every 7 student and professional members based on the 2014-2015 rosters.

**Students running for State Officer positions do not count against a chapter's quota.**

#### DISTRICT 7

Chapter	Members	Delegates
Hazelwood Central High School	59	8
Hazelwood East High School	94	13
Hazelwood West High School	31	4
Jennings High School	27	4
McCluer High School	22	3
McCluer North High School	45	6
McCluer South-Berkeley High	24	3
Normandy High School**		
Orchard Farm Sr High School	130	19
Pattonville Sr High School	44	6
Ritenour Sr High School	62	9
Riverview Gardens Sr High School	44	6
St. Charles High School	39	6
St. Charles West High School	11	2

**Total District 7 Allocations 89**

#### DISTRICT 8

Chapter	Members	Delegates
Beaumont Technical High School	5	2
Clayton High School	29	4
Confluence Prep Academy	18	2
Gateway High	18	2
Ladue Horton Watkins High School	114	16
Pacific High School	44	6
Parkway Central High School	75	11
Parkway North High School	22	3
Parkway South High School	199	28
Parkway West High School	60	9
St. Clair High School	25	4
St. John Vianney High School**		
Sullivan Sr High School	84	12
University City Sr High School	14	2
Vashon High School**		

**Total District 8 Allocations 101**

#### DISTRICT 9

Chapter	Members	Delegates
Aftton High School	54	8
Bayless Sr High School	43	6
DeSoto Sr High School	19	2
Eureka Sr High School	32	4
Fox Sr High School	77	11
Hancock Sr High School	39	6
Kirkwood Sr High School	88	13
Lindbergh Sr High School	107	15
Mehlville Sr High School	79	11
Northwest High School	10	2
Oakville Sr High School	26	4
Rockwood Lafayette Sr High	26	4
Rockwood Summit Sr High School	64	9
Seckman Sr High School	85	12
Webster Groves High School	108	15

**Total District 9 Allocations 122**

#### DISTRICT 10

Chapter	Members	Delegates
Carthage Technical Center	34	5
Diamond High School	28	4
East Newton High School	45	6
El Dorado Springs High School	23	3
Franklin Technology Center	56	8
Lamar Career & Tech Center	69	10
McDonald County High School	23	3
Nevada Regional Tech Center	43	6
Sarcozie High School	32	5
Scott Regional Tech Center	27	4
Webb City High School	20	3

**Total District 10 Allocations 57**

#### DISTRICT 11

Chapter	Members	Delegates
Bolivar High School	6	2
Branson High School	12	2
Gainesville High School	7	2
Logan-Rogersville High School	23	3
Ozark High School	112	15
Ozark Mountain Tech Center	21	5
Reeds Spring High School	40	6
Republic High School	25	3
Seymour High School	31	4
Springfield-Central High School	20	3
Springfield-Glendale High School	126	18
Springfield-Kickapoo High School	56	8
Springfield-Parkview High School	102	15
Willard High School	123	18

**Total District 11 Allocations 104**

#### DISTRICT 12

Chapter	Members	Delegates
Cape Girardeau Career & Tech	193	28
Dexter High School	9	2
Fredericktown High School	17	2
Kennett Career & Tech Center	29	4
Park Hills-Central High School	20	3
Perryville Area Career & Tech Ctr	11	2
Poplar Bluff High School	20	3
Sikeston Career & Tech Center	81	12

**Total District 12 Allocations 56**



October 18-19, 2015

## TENTATIVE SCHEDULE

### SUNDAY, OCTOBER 18

- 2:00 — Executive Officer Setup - Exhibit Hall**  
**3:00 PM** Executive Officer Candidates can set up for the Meet the Candidate session. Each candidate may have an additional assistant to help. District Vice President candidates will NOT need to set up any materials. Rooms will be provided for Executive Officers to change into their professional dress.
- 2:30 — Advisor Reception & Registration - Marbella**  
**3:00 PM** All advisors from each district must be present to register and receive conference materials. Luggage from bussed-in schools may be stored in the back part of Marbella. A security guard will be posted during Opening Session. Car riders are asked to keep their items locked in their cars until key distribution.
- 3:00 — Meet the Candidates – Session One - Exhibit Hall**  
**3:30 PM** Visit with the Executive State Officer candidates and gather for the Opening Session.
- 3:30 — Opening Session – Exhibit Hall**  
**4:45 PM** Students will be allowed to arrive in a DECA T-Shirt and nice jeans (no holes) ~OR~ DECA approved **business casual attire**. (No exceptions to the two choices above. Students should arrive dressed for the Opening Session as no changing rooms will be available for non-candidate students.)
- 4:45 — Meet the Candidates – Session Two - Exhibit Hall**  
**5:15 PM** Visit with the Executive State Officer candidates while departing from the Opening Session.
- 5:00 PM Room Key Distribution to District Advisors – Executive Board Room**  
 District Advisors will arrange where their Chapter Advisors will meet up to receive their keys. Luggage stored in Marbella may also be retrieved at this time.
- 5:30 PM State Officer Candidate Testing - Valencia**  
 State Officer Candidates (Executive & DVP) report to receive instructions and complete testing (Professional dress required)
- 6:00 PM Exhibits Opened – Open area near Granada**
- 6:30 — Dinner - Granada**  
**7:30 PM** Professional dress is required for dinner session. Please wait to begin eating until after invocation.
- 7:30 — District Caucus Meetings**  
**8:15 PM** Each District may have time to conduct team building as well as hear District Vice President speeches and complete the DVP elections.
- 8:30 — EPIC Competitive Workshops - Granada**  
**10:00 PM** According to individuals' schedule, delegates, will attend a workshop for either role plays or written events.

## Fall Leadership and State Officer Election Conference

- 8:30 — Screening & Nominating Interviews for**  
**10:15 PM District Vice President Candidates**  
 District Vice President Candidates will receive instructions and report for interviews.
- 10:30 — EPIC ENTERTAINMENT – Adam Ace PRESENTS**  
**11:30 PM 'The Free Money' Game Show**  
 Join the fun as comedian and entertainer, Adam Ace, presents this entertaining and interactive game show!
- 11:45 PM — Curfew**  
**6:00 AM** All delegates return to their assigned rooms for the evening. Advisors will be available for supervision.

### MONDAY, OCTOBER 19

- 6:45 — Breakfast (On Your Own) - HK's**  
**7:45 AM** Fast food breakfast service available in HK's.
- 7:00 AM Executive Officer Interview Schedules**  
 Candidate interview schedules will be posted outside of the Executive Board Room.
- 8:00 — EPIC Workshops - Granada**  
**10:45 AM** Advisors and Delegates will attend Workshops to enhance their leadership skills and develop their DECA potential.
- 8:00 — Screening and Nominating Interviews**  
**10:00 AM** Interviews begin for the top Executive State Officer Candidates:  
**President – Palma**  
**Vice President Communications – Valderrama**  
**Vice President Community Service – Terrace 2**  
**Vice President Advocacy – Executive Board Room**
- 9:00 AM Soda Break – Valencia and Granada Hallways**
- 10:45 — LUNCH – Marbella and HK's**  
**11:15 AM**
- 11:30 AM District Meetings – Report for Election Instructions**
- 11:45 AM Movement/Transition to Exhibit Hall as a Group**
- 12:00 PM Executive Candidate Finalists Q & A and Voting – Exhibit Hall**  
 Voting Delegates hear candidate interviews, receive instructions for their responsibilities and cast their ballots for Missouri DECA's new Executive State Officers.
- 12:30 PM Adam Ace Closing Session - Exhibit Hall**  
 Votes being counted during this time.
- \*1:00 PM Announcement and Installation of New Officers – Exhibit Hall**  
**\*Directly following the Officer Installation, new Officers and their Advisors will all meet in Escollo for a brief meeting with the State Advisor and for picture taking.**  
*Please refer to your conference program upon arrival for the most up-to-date agenda.*